

SELECTION AND APPOINTMENT OF INDEPENDENT PERSON(S)

To: **Constitution and Ethics Committee**

Meeting Date: **27 June 2019**

From: **Director of Governance and Legal Services and
Monitoring Officer**

Electoral division(s): **All**

Purpose: **To consider the interview process for the selection and
appointment of an Independent Person.**

Recommendation: **That the Committee agrees the interview process for the
selection and appointment of an Independent person
including the following as set out in the report:**

- **The advert and advertising process**
- **The establishment of a four member interview panel**
- **The application pack**
- **The timetable**

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1. BACKGROUND

- 1.1 The Committee considered a report on the arrangements for the appointment of an Independent Person(s) at its meeting on 4 April 2019. Following a recommendation from the Committee, Full Council approved on 14 May 2019 an amendment to the Committee's Terms of Reference in the Constitution as set out below:
- Authority to select and recommend to Council persons for appointment as an Independent Person.
- 1.2 Full Council also on the recommendation of the Committee agreed to:
- Set the level of remuneration at £500 for each Independent Person so that it could be included in information supplied to applicants for the post of Independent Person.
- 1.3 The Committee, at its last meeting, agreed to authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of suitable candidates to be recommended to Full Council for appointment as an Independent Person. Council was informed that the Committee would recommend names for appointment to be presented to Council in October.
- 1.4 In line when the position was last advertised in 2012, the Cambridgeshire and Peterborough Fire Authority has asked to be included as part of the process to avoid it having to advertise separately.

2. PROCESS AND TIMELINE

Advertising for and Independent Person

- 2.1 The Committee will need to advertise for an Independent Person(s). It is proposed that the following advert should be placed on the front of the Council and Cambridgeshire Fire and Rescue Service's websites:

APPOINTMENT OF INDEPENDENT PERSON

Cambridgeshire County Council and Cambridgeshire and Peterborough Fire Authority are looking to appoint an Independent Person to help the Monitoring Officer of both organisations in assessing complaints of alleged misconduct by members of the Council and Fire Authority.

The Council and the Fire Authority have a code of conduct setting out the standards of behaviour expected of its members. If a complaint is made, the Independent Person is consulted for an independent and impartial view before a decision is made on what to do.

We are looking for someone with the experience and knowledge that the public would recognise and respect as bringing an impartial and informed perspective.

To ensure your voice is independent there are restrictions on who can apply; you must not have been a member or an officer of the Council and or Fire Authority within the last five years, or be a relative or a close friend of such a member or officer.

The appointment will come into effect on 15 October 2019 for the Council and 7 November 2019 for the Fire Authority for an initial period of two years, with the possibility that the period may be extended. Appropriate training will be given. The Council and the Fire Authority currently pay a small allowance of £500 and £250 per year respectively and will reimburse necessary travel expenses.

If you are interested in being an Independent Person please contact Michelle Rowe, Democratic Services Manager for an information pack and application form.

Telephone: 01223 699180 Email: michelle.rowe@cambridgeshire.gov.uk

Completed application forms must be received by **Friday 31 July 2019**. Interviews for short-listed candidates will take place on Monday 2 September 2019. Short-listed applicants will be advised of the time of interview in due course.

- 2.3 At part of the advertising process, it is also proposed to ask the Council's Corporate Communications Manager to issue a Press Release in early July, and to promote the position via social media.

Application Pack

- 2.4 A draft application pack has been prepared attached at **Appendix A**.

Interview Process

- 2.5 As Members are already aware, the Committee now has the authority to select and recommend to Council persons for appointment as an Independent Person. However, Members may wish to consider whether to proceed with an interview panel of eight members. They may instead wish to nominate four members (two Conservatives, one Liberal Democrat and one Labour) of the Committee to shortlist and interview applicants with the recommended person for appointment being considered by the Committee for final approval.

Timeline

2.6 The proposed timeline for the appointment process is set out below:

Process	Date
Report to Constitution and Ethics Committee	27 June 2019
Publication of Advert	1 July 2019
Deadline for Application Forms	31 July 2019
Shortlisting Process	Week beginning 19 August 2019
Interviews	2 September 2019
Report to Constitution and Ethics Committee	1 October 2019
Full Council to agree appointment Fire Authority to agree appointment	15 October 2019 7 November 2019

Source Documents	Location
Constitution and Ethics Committee – 4 April 2019	https://cambridgeshire.cmis.uk.com/cc_c_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/856/Committee/10/Default.aspx
Council – 14 May 2019	County Council meeting 14/05/2019
Chapter 7 of the Localism Act 2011	http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7
Local Government Ethical Standards – A Review by the Committee on Standards in Public Life	https://www.gov.uk/government/organizations/the-committee-on-standards-in-public-life